

## **Inventories**

### Equipment

An inventory of equipment shall be maintained for all items that cost more than \$500. A reasonable estimate of the original cost may be used if the actual original cost is unknown. The Chief Financial Officer may determine a list of "highly pilferable" equipment items that must be accounted for on the district's inventory system, regardless of cost. In addition, an inventory of equipment purchased with federal funds or matching non-federal funds which exceed an original cost of \$300 shall be maintained.

It is the responsibility of the Business Services Division to ensure that inventory labels are received at each site for newly acquired items. It is the responsibility of each principal/department head to ensure that all documents are properly submitted to the Business Services Division to record the intra-district movement of equipment, equipment lost through burglary or vandalism, and disposal of equipment.

### Warehouse Inventory

An inventory of all supplies which are warehoused shall be maintained. A physical inventory shall be taken annually.

Legal Reference:

EDUCATION CODE

35168 Inventory of equipment

34 CODE OF FEDERAL REGULATIONS, 74.132-74.140

Policy FRESNO UNIFIED SCHOOL DISTRICT

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